**School Name: Acklam Grange School**

**Post Title: Apprentice Level 2 Administration**

**Responsible to: Headteacher**

 **Director of Corporate Services**

**JOB DESCRIPTION**

**MAIN RESPONSIBILITIES OF THE POST:**

To provide an efficient and professional administrative service in supporting the whole school

* Work with and learn from experienced professional School Administrators
* Develop knowledge, skills and understanding to contribute to the Administration Team in a range of office support:
* Taking, receiving and directing telephone calls
* Photocopying
* Laminating
* Internal postal distribution
* External post franking and recording
* Faxing
* Scanning
* Basic stationery stock control, under the direction of school staff
* Typing and creating documents using a range of ICT systems (MS Office)
* Develop time management skills
* Develop team work and professional relationships
* Develop work efficiency and own initiative skills
* Develop customer service skills
* Contribute to preparing practical displays around school to support faculties
* Awareness of health and safety
* Contribute to social responsibilities by recycling materials (paper etc)
* Gain a wide range of educational knowledge, skills and understanding in supporting staff to help all students to meet their full potential
* A good range of literacy and numeracy in support of continuous professional development

**Other duties commensurate with the grade of the post as required by the Director of Corporate Services**